

## Objective Arts Roles Summary

**Office Assistants (OA):** For all clients and staff open in Reporting Unit (RU), OAs are able to:

- Create and edit user accounts
- View organizational details
- View client Information
- Temporarily open a closed client to your RU for late CANS-SB entry
- Create, view and print CANS-SB assessments for program's clinical staff
- Edit CANS-SB assessments that have not yet been submitted for approval
- View, print and extract data reports and files.

**Clinical Staff (CS):** For the clients open in the RU (OU) to whom the clinical staff is assigned, Clinical Staff are able to:

- Create, edit and view CANS-SB assessments
- View and print client assessments
- View, print and extract data reports and files

**Supervisor (SU):** This role is for Clinical Supervisors only (not intended for clerical support).

For clients and staff in the RU (OU) for which they are assigned, supervisors are able to:

- Complete all actions of the OA and CS roles, **and**
- Approve/Reject and Edit CANS-SB assessments that have not yet been approved
- View, print and extract data reports and files that incorporate multiple staff.

**Clinical Admin (CA):** For clients and staff in the RU (OU) for which they are assigned, Clinical Admin is able to:

- Complete all actions of Supervisor, **and**
- Edit approved CANS-SB assessments

**Non-Clinical Admin (NCA):** For clients and staff in the RU (OU) for which they are assigned, Non-Clinical Admin are able to:

- Complete all actions of Clinical Administrator, **except**
- Create, edit and approve CANS-SB assessments

**Domain Clinical Admin (DCA):** For clients and staff in the RU (OU) for which they are assigned, Domain Clinical Admin is able to:

- Complete all actions of Clinical Admin, **and**
- Delete CANS-SB assessments

**Domain Non-Clinical Admin (DNCA):** For clients and staff in the RU (OU) for which they are assigned, Domain Non-Clinical Admin is able to:

- Complete all actions of Domain Clinical Admin, **except**
- Create and edit CANS-SB assessments
- Delete CANS-SB assessments